

Opening Date:	June 27, 2013	Closing Date:	Open Until Filled
Job Title:	Unit Director, Budget & Reports	Position Type:	Regular Full Time
PIN:	073288	FLSA Status:	Exempt
Location:	Administrative Office of the Courts - Budget and Finance Annapolis, Maryland	Grade/Entry Salary:	J18 \$62,129 - \$74,568 (Depending on Qualifications)
		Financial Disclosure:	Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: Serves as Manager of the Judiciary's Budget Unit and the Reports/ Reconciliation Unit and as a member of the senior management staff of the Finance Department. Manages the formulation, justification, presentation and execution of the Judiciary's budget. Reviews the monthly revenue and expenditure reports for all programs, and manages the financial projection system. Assists in developing and making recommendations for improving efficiency and effectiveness for Judiciary programs, and resolving unexpected or unusual budgetary problems. Assigns and reviews the work of Budget Analysts providing advice, technical guidance and training, and has management responsibility for professional, administrative and accounting staff employees. Assembles statistical data and reports for use in evaluating budgets, programs and policies.

Education: Bachelor's Degree from an Accredited University or College.

Experience: A Minimum of six (6) years of progressively more responsible accounting, finance, and budget experience including two (2) years of budget supervisory experience.

Preferred: Master's degree in Finance/related field or licensed in the State of Maryland as a Certified Public Accountant. Three years of experience with the State of Maryland budgeting process, including program budget development, and experience with the State of Maryland FMIS system.

Skills/Abilities: Demonstrated knowledge of accounting/budgeting procedures, including public sector budgeting and fiscal analysis. Demonstrated ability to analyze budgetary/ fiscal issues and make appropriate recommendations and decisions. Demonstrated excellent interpersonal skills, including ability to negotiate sensitive policy and procedural issues. Knowledge of Generally Accepted Accounting Principles (GAAP), GASB Government Accounting and Financial Reporting Standards, and the State's accounting/financial practices and the budget and legislative process. Knowledge of Financial Management Information System (FMIS), Hand on Budget Office (HOB), PeopleSoft Financial System, AS400 Financial System, IBM Content Manager for iSeries (Visual), Microsoft Office (to include Excel), and RAPOR. Demonstrated strong management skills, including a proven record in establishing appropriate priorities, making effective decisions, solving problems creatively, and in the planning, development and organization of major organizational initiatives. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN number and location. Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.